Request for a Dean's Excuse

Read this form carefully before completing it. Remember that a) permission for postponing work missed during the course of the term is primarily the prerogative of the course instructor, not the college dean; and b) deans are only authorized to postpone assigned work (quizzes, tests, papers) and *not* class attendance.

As the *Yale College Programs of Study* states:

> The basic responsibility for permitting postponement of work during the term is the instructor's. However, the residential college dean may give permission for a student to make up work missed or delayed during the term because of an **incapacitating illness or condition of any kind**, the **death of a family member**, or a **comparable emergency**. The residential college dean also has authority to give permission to make up work missed because of the **observance of religious holy days** and because of **participation required in intercollegiate varsity athletic events.** Only in these cases does a residential college dean have authority to give permission to make up late work during term time. This permission is conveyed by means of a special form from the college dean that the student delivers to the instructor. (*YCPS*, Section H)

Given the above, explain why you qualify for a Dean's Excuse. (If you prefer not to list the reason, leave this blank and speak with your Dean.)

_____

_____

If you are ill, have you gone to Yale Health or an outside physician? When did you go, and whom did you see?

_____

Instructor's full name: _____

Name of TF (if applicable): _____

Course(s) for which you seek a postponement (e.g., MATH 222): _____

 Did you request or receive a postponement from your instructor? (not required). If so, what was the result of that request?

_____

Please describe the assignment. _____

Is the assignment for which you are seeking this extension one in a series of assignments, each of which is reviewed by the course instructor before the next one is due? _____Yes   _____No

On what date is, or was, this work due? _____

Propose a date by which you will complete and submit this work.

_____

_____

| _____ | _____ | _____ | _____ |
| Name (please print) | Signature | Class Year | Date |